

TIMS MIDDLEWARE TYPE A TAX REGISTER - TREMOL S25



SWITCHING ON/OFF

Press down and release ON/Mode. The machine comes on or goes off.

CHANGING MODES

Press the MODE to access the desired mode and type password for the mode selected.

Passwords for Mode:

Sales – 0

Report X – 22222

Report Z – 11111

Program – 33333

ENTERING SALES MODE

1. Press MODE until you see SALES---
2. Type 0 and press TOTAL.

MAKING CASH SALES

With Fixed Price Articles + Single & Quantity

1. Press PLU, use downward arrow to scroll down to the preferred article or press article number
2. Press QTY and enter the quantity number, press TOTAL twice
3. Enter Client Number or Press mode to escape if not available
4. Press ST to confirm (If amount is not correct, press VD, then ST ensure amount is 0.00)
5. Press TOTAL key

With Non-Fixed Price Articles + Single & Quantity

1. Press PLU, use downward arrow to scroll down to the preferred article or press article number
2. Press QTY and enter the quantity number, press TOTAL
3. Press VD to enter VAT inclusive price and press TOTAL twice
4. Enter client number or Press mode to escape if not available
5. Press ST to confirm (If amount is not correct, press VD, the ST ensure amount is 0.00)
6. Press TOTAL to finish

MAKING INVOICE SALE

With fixed Price Articles + Single & Quantity

1. Press Upward arrow, select invoice, then Press TOTAL
2. Enter Client Number or Press ST if not available
3. Press PLU, use downward arrow to scroll down to the preferred article or press article number
4. Press QTY and enter the quantity number, press TOTAL twice
5. Press ST, then TOTAL.

With Non – fixed Articles + Single & Quantity

1. Press Upward arrow, select invoice, then press TOTAL
2. Enter Client Number or Press ST if not available
3. Press PLU, use downward arrow to scroll down to the preferred article or press article number
4. Press QTY and enter the quantity number, press TOTAL
5. Press VD to enter VAT inclusive price and press TOTAL twice
6. Press ST, then TOTAL

NB: To sell more than one article; Press PLU to sell next item before proceeding to ST.

SELECTING PAYMENT MODES

1. Press FUNC + PY before proceeding to ST, select preferred mode of payment
2. Press ST or TOTAL

COPY OF RECEIPT

To make a copy of a receipt, Press DEP immediately after producing original receipt.

ERROR CORRECTION

1. Press VD button
2. Press ST (Ensure total is 0.0. If not press VD followed by ST again)
3. Press TOTAL and start again

TO INPUT CUSTOMER PIN WHEN MAKING A SALE

When making a sale, when prompted for Client Number.

1. Press 0 (zero) then TOTAL,
 2. Input Customer PIN then press TOTAL
 3. Enter Customer name and press TOTAL or Press Mode to Skip
 4. Insert Exempt number (if client is exempted) and press TOTAL or Press Mode to Skip.
- Proceed to make sale

ADDING CLIENTS/CUSTOMERS

1. Press MODE
2. Scroll to PROGRAM
3. Enter Password 33333
4. Scroll down to Customers and Press Total
5. Enter the Customer PIN and Press Total
6. Type the Client Name, Headquarters, Address, City/Postal Code
7. Press TOTAL
8. Press PY to move to the next Customer, otherwise
9. Press QTY to confirm.
10. Press Mode to go back to Normal Mode

MAKING A CREDIT NOTE

1. Press Mode to enter Sales Mode
2. Type 0 and Press Total
3. Press the Upward Arrow to enter INVOICE CATEGORY
4. Select Credit Note and Press Total
5. Enter the Relevant CU (Control Unit) Invoice Number e.g., 0000000001 and Press Total
6. Press ST on Client Number
7. Press PLU to select article number
8. Press VD, Enter VAT inclusive receipt amount and press TOTAL twice
9. Press ST and Press TOTAL

MAKING A DEBIT NOTE

1. Press Mode to enter Sales Mode
2. Type 0 and Press Total
3. Press the Upward Arrow to enter INVOICE CATEGORY
4. Scroll down and Select Debit Note and Press Total
5. Enter the Relevant CU (Control Unit) Invoice Number e.g., 0000000001 and Press Total
6. Press ST on Client Number
7. Press PLU, select article number by scrolling down or press article number
8. Press VD, Enter VAT inclusive amount and press TOTAL twice
9. Press ST and Press TOTAL

%DISCOUNTS & ADDITIONS

1. Press MODE
2. Scroll to PROGRAM
3. Enter Password 33333
4. Scroll to SETTINGS and press Total
5. Scroll to F- Discount or F- Addition
6. Press Total and enter the discount/addition %percentage
7. Press Total then Mode

MAKING A SALE WITH DISCOUNT/ADDITION%

1. Press PLU then Enter Article Number e.g., 1,2, 3,200
2. Press VD to enter the price and press TOTAL twice
For Articles with Fixed Prices
 - a) Select the article by pressing PLU and Press Total
 - b) Enter client number or press Mode
3. Press FUNC and -/↑ to enter the %Discount/Addition
4. Press ST (confirm that the amount is correct) and Press Total

ERROR CORRECTION

4. Press VD button
5. Press ST (Ensure total is 0.0. If not press VD followed by ST again)
6. Press TOTAL and start again

ADDING AN ARTICLE

1. Press MODE
2. Scroll to PROGRAM
3. Enter Password 33333
4. Press 5 or Scroll to ARTICLES and Press TOTAL
5. Enter the Article Name e.g., Bread
6. Select the VAT Group i.e. A-16%, B ZERO RATED (0%), C-8%, E EXEMPT.
7. Press PY to Scroll to the 2nd Article and onwards.
8. Press QTY to confirm change.
9. Press Mode to go back to Normal Mode

ADDING OPERATORS

1. Press MODE
2. Scroll to PROGRAM
3. Enter Password 33333
4. Scroll down to Operators and press Total
5. Enter Operator Name, Password and set Operator count
6. Press Total
7. Press PY to move to next Operator, otherwise
8. Press QTY to confirm
9. Press Mode to go back to Normal Mode

TESTING TRANSMISSION TO KRA

1. On PROGRAM, enter Password 33333
2. Scroll to TEST and press TOTAL
3. Scroll down to Diagnostics and press Total
4. On the generated receipt, check if last issued invoice matches the Last inv: on KRA's LAST SENT DOCUMENTS

WIFI CONNECTION

1. Press MODE
2. Scroll to PROGRAM
3. Enter Password 33333
4. Scroll to Peripherals or Press 9 and Press Total
5. Press Total on the WIFI and wait as it scans
6. Select the WIFI number e.g 1 or 2 with the correct SSID and Press Total
7. Enter the Password of the WIFI connection and Press Total
8. Press MODE once done to go back to the Date & Time Screen

ERROR CODES

The following are the error codes when doing a credit note:

| Error code | Description |
|------------|-------------------------------------|
| C0001 | Invalid Invoice number |
| C0002 | Invalid Client PIN |
| C0003 | Item not on original invoice |
| C0004 | More items than originally sold |
| C0005 | Amount higher than original invoice |

Table for S25 Keys and Corresponding Letters

| Keys | 7 | 8 | 9 | 4 | 5 | 6 | 1 | 2 | 3 | 0 |
|----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Letters | | | | | | | | | | |
| | A | D | G | J | M | P | T | W | | |
| | B | E | H | K | N | Q | U | X | | |
| | C | F | I | L | O | R | V | Y | | |
| | | | | | | S | | Z | | |
| | 7 | 8 | 9 | 4 | 5 | 6 | 1 | 2 | 3 | 0 |